

SBA Policy and Procedures
APPENDIX C

CEFP Amendment ANNUAL UPDATE

Comprehensive Educational Facilities Plan

COUNTY UPDATE – Data to be completed and submitted to SBA and SDE by December 1, of each year.

1. County-wide Facilities Classification Report (SBA/WVDE 116)
2. High School Attendance Areas Facilities Chart – for each high school in the county (SBA #132)
3. Feeder School Summary Report – narrative (SBA 132)
4. MIP Annual Update – (1) List of completed or on-going projects (SBA 145a) and (2) Prioritized list of proposed projects (SBA 145b)
5. School Access Safety Repair and Renovation Schedule (SBA 160)
6. Updated CEFPP Executive Summary (SBA 162)
7. Provide annual report of utility costs for all new SBA funded schools or SBA funded total HVAC system replacements to the SBA and SDE (SBA 179)

The annual update is to be compiled and submitted to the State Department of Education (1 copy) and the School Building Authority (1 copy) with each section tabbed, and three-hole punched. Tabs should reference the above listed categories. This information may also be transmitted to the SBA office via electronic PDF file.